



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

PUBLISHED BY THE AUTHORITY

নং 390 দিশপুৰ, শনিবাৰ, 4 আগষ্ট, 2018, 13 শাওণ, 1940 (শক)
No. 390 Dispur, Saturday, 4th August, 2018, 13th Sravana, 1940 (S.E.)

GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
SECRETARIAT ADMINISTRATION (ESTABLISHMENT) DEPARTMENT :: DISPUR

NOTIFICATION

The 3rd August, 2018

No. S(E) 131/2006/pt-I/228.- In supersession of the Assam State Archives (Gazetted) Service Rules, 2000 and in exercise of the powers conferred by the proviso to Article 309 of the Constitution of India, the Governor of Assam is hereby pleased to make the following rules regulating the recruitment and the conditions of service of the persons appointed to the Assam State Archives (Gazetted) Service, namely :-

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| Short title and commencement. | 1. (1) These rules may be called the Assam State Archives Service Rules, 2018.
(2) They shall come into force from the date of their publication in the Official Gazette. |
| Definitions | 2. In these rules, unless there is anything repugnant in the subject or context,-
(a) “Appointing Authority” means the Governor of Assam;
(b) “Board” means the Selection Board constituted under rule 14;
(c) “Commission” means the Assam Public Service Commission;
(d) “Constitution” means the Constitution of India; |

- (e) "Government" means the Government of Assam;
- (f) "Governor" means the Governor of Assam;
- (g) "member" means a member of the Assam State Archives Service;
- (h) "select list" means the list as referred to in rule 6 (1) (d) and the list finally approved by the Appointing Authority under rule 12 (7);
- (i) "service" means the Assam State Archives (Gazetted) Service;
- (j) "Year" means the Calendar year.

**Class and
Cadre.**

- (3) (1) The service shall consists of the following classes and cadres:-
 - (a) Class – I :
 - (i) Director
 - (ii) Joint Director
 - (iii) Chief Archivist
 - (iv) Deputy Director (Preservation)
 - (b) Class - II :
 - (i) Archivist.
 - (ii) Scientific Officer.
 - (iii) Deputy Librarian.
 - (c) The status of the members belonging to Class - I and Class - II cadres shall be Gazetted.
- (2) The Service may also include any post equivalent to posts in any of the cadres mentioned in sub-rule (1), and any cadre or post laid down by the Government to be included in a cadre of the Service.
- (3) The posts equivalent to the posts in the cadres of the service as on the date of commencement of these rules are mentioned in Schedule-I.

**Strength of
Service.**

- 4. The strength of each cadre in a class of the service shall be such as may be determined by the Governor from time to time. The strength of the cadres of the Service on the date of commencement of these rules shall be as shown in schedule –II :

Provided that the Governor may held in abeyance any post as and when considered necessary.

Method of recruitment.

5. Recruitment to the service shall be made in the manner prescribed hereinafter :-
- (1) Recruitment to the cadre of Director shall be made by direct recruitment only.
 - (2) Recruitment to the cadre of Joint Director, Chief Archivist, Deputy Director (Preservation), Archivist, Scientific Officer and Deputy Librarian shall be made by promotion only.

Procedure of Direct recruitment.

6. (1) Direct recruitment shall be made on the basis of recommendations made by the Commission in accordance with the procedure hereinafter provided :-
- (a) Before the end of each year the Appointing Authority shall make assessment regarding the likely number of vacancies to be filled up by direct recruitment in each cadre during the next year and shall intimate the same to the Commission together with details about reservation for candidates belonging to the Scheduled Caste, Scheduled Tribes or any other category as may be laid down by the Government and as provided under rule 16 and about carry forward of such reservation.
 - (b) The Appointing Authority shall simultaneously request the Commission to recommend select a list of candidates for direct recruitment, in order of preference.
 - (c) The Commission shall prepare a select list of all candidates who shall qualify in order of merit in accordance with the aggregate of marks obtained by each candidate in the Test/ Interview. The list shall be forwarded to the Appointing Authority.
 - (d) The Commission shall furnish to the Appointing Authority the select list of candidates recommended by it in order of preference, found suitable for direct recruitment. The number of candidates in such a list may be equal to the number of vacancies in each cadre notified.
 - (e) The Commission shall simultaneously publish the select list in the Assam Gazette and in the website of the department and two widely circulated news papers and in such other places as the Commission may consider fit and proper.

- (2) The select list mentioned in clauses (d) and (e) of sub-rule (1) shall remain valid for 12 calendar months from the date of recommendation by the Commission.
- (3) In the event of the Commission being unable to recommend sufficient number of candidates to fill all the vacancies in a year, it shall, in consultation with the Appointing Authority, repeat the procedure as mentioned hereinbefore under sub-rule (1) of this rule, for recommending a subsequent list in the year :

Provided that the Appointing Authority shall not make appointment of any candidate from the subsequent list until all candidates of the earlier list of the same year, eligible for appointment, have been offered the appointment.

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| Age for direct recruitment. | 7. | A candidate for direct recruitment to the post of Director in the service shall be minimum 45 years and maximum 55 years of age on the 1st day of January of the year of advertisement, with relaxation in case of candidates belonging to special categories like Scheduled Castes, Scheduled Tribes and any other category as laid down by the Government in accordance with the orders of the Government in force for the time being. |
| Academic qualification. | 8. | The academic qualification of a candidate for direct recruitment shall be prescribed by the Government from time to time. The qualifications and experience prescribed, as on the date of commencement of these rules are given in Schedule - III. |
| Physical fitness | 9. | <p>A candidate for direct recruitment shall be,-</p> <ol style="list-style-type: none"> (1) of sound health, both mentally and physically and free from any organic defect or bodily infirmity likely to interfere with the efficient performance of his duties; and (2) required to undergo medical examination before appointment to the service. |
| Character | 10. | <p>A candidate for direct recruitment shall produce to the Commission, certificates of good character from,-</p> <ol style="list-style-type: none"> (a) the Principal/ Academic Officer of the college or the University or such educational Institutions in which he studies last, and (b) two respectable persons, who are well acquainted with (but not related to) the candidate. |
| Condition of promotion. | 11. | <ol style="list-style-type: none"> (1) Subject to suitability as may be decided by the Board/ Commission and by the Appointing Authority, an Officer belonging to the cadres of Assistant Archivist, Assistant |

Librarian, and Microphotographer/Preservation Supervisor of the Assam State Archives Sub-ordinate Service and of the cadre of Chief Archivist, Deputy Director(P), Archivist, Scientific Officer of the Assam State Archives (Gazetted) Service shall be eligible for promotion to the next higher cadre subject to possessing the qualification and experience as detailed in Schedule-IV,

(2) Member has successfully undergone the training and passed the Departmental examination as may be prescribed for the purpose.

(3) Vacancies in the cadres of Joint Director, Chief Archivist, Deputy Director (Preservation), Archivist, Scientific Officer and Deputy Librarian as specified in sub-rule (2) of rule 5 shall be filled up by promotion in the manner prescribed under rule 12:

Provided that the Governor may for good and sufficient reasons fill any of the posts for specialized investigation design, research work temporarily or on tenure by transfer or deputation from outside the service, if it satisfied that there is no suitable officer in the service for filling up the vacancy.

(4) In case of specialization of a member of the service posted in connection with the specialized subject, shall be retained in the same specialized work, on his promotion in the normal course by creation of higher post in the cadre to which he is so promoted, keeping the lower post in abeyance, if the Government considers that such an officer cannot be withdrawn from the specialized work due to non-availability of any other officer of the lower or equivalent cadre in the service to perform the specialized work.

(5) Subject to suitability, as may be decided by the Board and by the Appointing Authority as set forth in rule 12 and also subject to possessing qualifications and experience as prescribed herein before an officer shall be eligible for promotion from one cadre to another of the service.

General procedure for promotion.

- 12.** (1) Before the end of each year the Appointing Authority shall assessment of the likely number of vacancies to promotion in the next year in each cadre.
- (2) The Appointing Authority shall then furnish to the Board the following documents and information with regard to all the officers eligible for promotion, in order of seniority:-

- (a) Information about the number of vacancies.
 - (b) List of Officers in order of seniority, eligible for promotion (Separate lists for promotion to different cadres shall be furnished) indicating the cadres to which the case of promotion is to be considered.
 - (c) Character rolls and personal files of the officers listed.
 - (d) Details about of reservation in case of promotion to the service under rule 15.
 - (e) Any other documents and information as may be considered necessary by the Appointing Authority or required by the Board.
- (3) The Appointing Authority shall simultaneously request the Board to recommend within one month a list of candidates found suitable for promotion in order of preference in respect of promotion to each of the cadres in which recruitment is to be made by promotion.
- (4) The Selection shall be made on the basis of seniority with due regard to merit in case of promotion.
- (5) The Selection Board, after examination of documents and information in respect of all eligible candidates furnished by the Appointing Authority shall recommend to the Appointing Authority a select list of candidates equal to the probable number of vacancies in order of preference found suitable for promotion in respect of each cadre.
- (6) The Appointing Authority on receipt of the select list recommended by the Board shall,-
- (a) consider the list prepared by the Board along with character rolls and personal files of the employees and approve the list unless it considers any change necessary. If the Appointing Authority considers it necessary to make any changes in the list received from the Board he shall inform the Board of the changes proposed and after taking into account the comments, if any, of the Board may approved the select list finally with such modifications if any as may in his opinion, be just and proper.
 - (b) forward the lists to the Commission for recommendation of promotion to the cadres of

Archivist, Deputy Librarian and Scientific Officer from the cadres of Assistant Archivist, Assistant Librarian and Microphotographer/ Preservation Supervisor.

- (c) the Commission shall consider the select list recommended by the Board together with the information as may be required by the Commission and obtained from the Appointing Authority. The Commission shall finally approve the select list with such modification as it considers just and proper.
- (7) The inclusion of a candidate's name in a select list shall confer no right to promotion unless the Appointing Authority is satisfied after such enquiry as may be considered necessary that a candidate is suitable for promotion.
- (8) The select list finally approved by the Appointing Authority shall be published by the Appointing Authority within 15 days from the date of final approval.
- (9) The select list shall remain valid for 12 calendar months from the date of final approval by the Appointing Authority.
- (10) The promotions shall be in accordance with the select list finally approved by the Board.

Selection Board

13. The selection Board as referred in rule 11 and 12 shall consist of the following :-

- (1) Senior most Secretary to the Government of Assam, S.A (E) - Chairman Department.
- (2) Joint /Deputy Secretary, to the Government of Assam, S.A (E) - Member Secretary Department.
- (3) Secretary, to the Govt. of Assam, Personnel Department or his nominee. - Member
- (4) Director, State Archives, Assam - Member

Disqualification for appointment.

14. (1) No person shall be eligible for appointment to the service,-
- (a) unless he is a citizen of India ; and

- (b) if he has more than one wife living or in case of female candidates who has married a person who has one wife living :

Provided that the Governor, may if it is satisfied that there are special grounds for doing so exempt any person from the observation of this clause.

- (2) No person who attempts to enlist support for his candidature directly or indirectly by any recommendation, either written or oral or by any other means, shall be appointed to the service.

Reservation

15. In all cases of appointment under these rules there shall be reservation in case of candidate belonging to the Schedule Castes and the Schedule Tribes as per the provision of the Assam Schedule Castes and Schedule Tribes (Reservation of vacancies in service and posts) Act, 1978 as amended and the Rules framed there under. There shall also be reservation for candidates belonging to Other Backward Classes as per Government instructions contained in OM. No.TAD/OBC/1/2004/55 dt. 31.05.2005 for direct recruitment only. Reservation in favour of women as per the Assam Women (Reservation for Vacancies in Service and Post) Act, 2005 and Persons with Disabilities (Equal Opportunities, Protection of Right and Full Participation) Act, 1995 shall also be followed in direct recruitment.

Appointment

16. (1) Subject to the provisions of sub-rule (2) of this rule appointment under rule 6 shall be made by the Appointing Authority in accordance with the order of preference determined in the list referred to in clause (d) of sub-rule (1) of rule 6.
- (2) The inclusion of a candidate's name in the select list mentioned in clause (d) of sub-rule (1) of rule 6 shall confer no right to appointment unless the Appointing Authority is satisfied after such enquiry as prescribed by the Government from time to time and also, as may be considered necessary, that a candidate is suitable in all respects for appointment to the service.

Joining time

17. A person shall join within 15 days from the date of receipt of the order of appointment or of promotion, failing which the appointment shall be cancelled. However, the Appointing Authority may extend the period, which shall not in all exceed three months.

Training

18. A member of the service may be required to undergo such training and pass such departmental examination as the Government may prescribe from time to time.

**Discharge
or reversion.**

19. A temporary or officiating member shall be liable to be discharged or reverted to the lower cadre of the service or to his original service if,-

- (a) He fails to make sufficient use of the opportunities given during any training as may be prescribed by the Government from time to time or fails to render satisfactory service during his tenure of service in cadre ; and or
- (b) It is found on a subsequent verification that he was initially not qualified for the appointment or that he had furnished any incorrect information with regard to his appointment.

Seniority

20. (1) The seniority of member in a cadre appointed by direct recruitment or by promotion shall be determined according to the order of preference in the respective select list recommended by the Commission or Board under rule 6 and also in the respective list finally approved by the Appointing Authority under rule 12. If he joins the appointment within 15 days from the date of receipt of the order or within the extended period as mentioned in rule 17.
- (2) If a member fails to join the appointment within initial 15 days of receipt of the order or within the extended period as mentioned in rule 18 but joins latter, his seniority shall be determined in accordance with the date of joining.
- (3) A member appointed by promotion in a year shall be senior to a member appointed by direct recruitment in the year.

**Probation and
confirmation.**

21. (1) Subject to availability of a permanent vacancy in the respective cadre, a member shall be placed according to seniority on probation against the permanent vacancy for a period of two year before he is confirmed against the permanent vacancy:

Provided further that the period of probation may be curtailed or dispensed with in any case for good and sufficient reasons by the Appointing Authority.

- (2) A member of the service placed on probation under sub-rule (1) shall be confirmed against the permanent vacancy subject to the following conditions :-
- (a) He has completed the period of probation to the satisfaction of the Appointing Authority in accordance with rule (11).

- (b) He has successfully undergone the training and passed the departmental examination, if any, prescribed by Government under rule - 19.

- Gradation List** 22. There shall be a gradation list prepared and published every year containing the names of all the members of the service, cadre wise in order of seniority and with such other particulars, as date of birth, date of appointment etc.
- Pay** 23. All appointments in the service shall be made in the time scale of pay as may be prescribed by the Government from time to time. The scale of pay of the posts in the cadres of the services, on the date of commencement of these orders, as shown in Schedule - II.
- Mode of employment.** 24. (1) The member of the service shall be employed in such manner as the Appointing Authority may decide.
(2) A member of the service shall be liable to be posted anywhere within the State of Assam, or outside Assam or to any other department of the State Government, a body corporate, in the affairs of which the Government may be substantially interested, or an autonomous district council, if so required in the interest of public service and in such case the members shall not have any option against such posting or transfer.
- Other conditions of service.** 25. (1) Except as provided in these rules, all matters relating to pay and allowances, leaves, pension discipline and other conditions of service shall be regulated by the general rules and or orders of the Government, for the time being in force.
(2) The conditions of service of the members, in respect of matters, for which no provision has been made in these rules, shall be the same, as are, for the time being, applicable to other officers of the Government, of the corresponding status and having similar functions.
- Relaxation** 26. Where the Government is satisfied that the operation of any of these rules causes undue hardship in any particular case, it may dispense with or relax the requirement of that order to such extent and subject to such conditions as it may consider necessary for dealing with the case in a just and equitable manner :

Provided that the case of any person shall not be dealt with in any manner less favourable to him than that provided in these rules.
- Interpretation** 27. If any question arises relating to the interpretation of these rules the decision of the Government shall be final.

**Repeal and
Savings.**

- 28.** The Assam State Archives (Gazetted) Service Rules, 2000 is hereby repealed :

Provided that all the orders under or action taken under the rules so repealed or under any general orders ancillary there to shall be deemed to have been validly made or taken under the corresponding provisions of these rules.

Schedule - I**(Rule - 3)**

List of posts equivalent to and included in the cadre of service.

Sl. No.	Name of the Cadre	Name of posts equivalent to and included in the cadre	Remarks
1	2	3	4
1	Chief Archivist	Deputy Director (Preservation)	

Schedule - II**(Rule - 4 and 23)**

Strength of each Cadre of Service and the time scale of pay.

Sl. No.	Name of the Cadre	Pay Band	Time Scale of Pay	Number of posts		
				Perm.	Temp.	Total
1	2	3	4	5	6	7
1.	Director	PB-4	Rs.30,000 - Rs. 110,000/- Gr. Pay Rs.15,100/-	1	--	1
2.	Joint Director	PB-4	Rs.30,000 - Rs. 110,000/- Gr. Pay Rs.13,900/-	1	--	1
3.	Chief Archivist	PB-4	Rs.30,000 - Rs. 110,000/- Gr. Pay Rs.13,300/-	1	--	1
4.	Deputy Director(P)	PB-4	Rs.30,000 - Rs. 110,000/- Gr. Pay Rs.13,300/-	1	--	1
5.	Archivist	PB-3	Rs. 22,000 - Rs. 87,000/- Gr. Pay Rs.11,500/-	2	--	2
6.	Scientific Officer	PB-3	Rs. 22,000 - Rs. 87,000/- Gr. Pay Rs.9,700/-	1	--	1
7.	Deputy Librarian	PB-3	Rs. 22,000 - Rs. 87,000/- Gr. Pay Rs.9,100/-	1	--	1

Schedule - III**(Rule - 8)**

Qualification and experience prescribed for direct recruitment.

Sl. No.	Name of the Posts	Essential qualification	
		Basic Degree	Experience
1	2	3	4
1.	Director	1. At least Second Class M.A. in Modern Indian History and having one year diploma in Archival Science from National Archives of India, New Delhi. 2. Preference will be given to those having M.Phil or Ph.D in History.	1. At least 6 years experience in the rank of Archivist or in similar higher capacity in this line in any Archival Institution. 2. Preference will be given to the departmental candidates who have 8 years experience in Archival Management in any govt. Archival Organization. 3. Experience in Archival Planning/ Schemes.

SCHEDULE-IV

(see rule-11)

Sl. No.	Name of cadre		Minimum Educational Qualification	Qualifying service required on the 1 st Jan. of the year of promotion
	Consider for promotion from the cadre of	Promotion to the cadre of		
1	2	3	4	5
1.	Chief Archivist / Deputy Director (Preservation).	Joint Director	----	One year service in the rank of Chief Archivist/ Deputy Director(P) as per seniority.
2.	Archivist.	Chief Archivist	M.A in Modern Indian History, with 1 year Diploma in Archives and Record Management from National Archives of India.	5 years

3.	Scientific Officer	Dy. Director(P).	1. M.Sc. with Physics or Chemistry. with certificate in Reprography/ Record Preservation from National Archives of India. OR 2. B.Sc in Physics/ Chemistry. With Passed certificate course in Reprography/ Record Preservation from National Archives of India.	5 years 6 years
4.	Assistant Archivist	Archivist	1. M.A in Modern Indian History. With Certificate/ Diploma course in Record Management from National Archives of India.	5 years
5.	Assistant Librarian	Deputy Librarian.	Graduate with Diploma in Library Science or M.lib & Information Science.	5 years
6.	Microphotographer/ Preservation Supervisor.	Scientific Officer.	1. M.Sc. in Physics/ Chemistry. With Passed certificate course in Reprography/ Record Preservation from National Archives of India. OR B.Sc with Passed certificate course in Reprography/ Record Preservation from National Archives of India. 2. Provided that the employees who are in service on the date of publication of these rules they are eligible for promotion to the post of Scientific Officer who passed H.S.(Sc) Examination with certificate course in Reprography/ Record Preservation from National Archives of India.	5 years 6 years 6 years

A. HUSSAIN,

Commissioner & Secretary to the Government of Assam,
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